

YOUTH OPPORTUNITY CENTER ACADEMIC AND JOB-READINESS SKILLS WORKSHOPS

SPRING 2005 WORKSHOP DESCRIPTIONS AND SCHEDULE

CONNECTING TO THE WORKPLACE I (APRIL 6TH , MAY 23RD)

- Explore beliefs, values, and ethical principles as they relate to the world-of-work
- Discover the importance of effective communication in the workplace and how to respond to specific workplace situations

CONNECTING TO THE WORKPLACE II (PRE-REQUISITE WORKPLACE I) (APRIL 13TH, JUNE 1ST)

- Learn problem solving and decision making skills and techniques
- Learn techniques for establishing rapport in personal as well as work situations

CONNECTING TO THE WORKPLACE III (PRE-REQUISITE WORKPLACE I & II) (APRIL 20TH, JUNE 8TH)

- Learn effective ways to influence others in the workplace
- Understand importance of collaboration and about factors that enhance team work and performance

WORKPLACE ETHICS AND BEHAVIOR (APRIL 27TH, MAY 19TH, JUNE 15TH)

- Learn importance of marketing yourself accurately and truthfully during job search efforts and how employers view false statements by job applicants
- Learn appropriate workplace behavior and about the consequences of alcohol, tobacco and drugs within and outside of the workplace

COMPLETING A JOB APPLICATION (MARCH 21ST, MAY 4TH, JUNE 22ND)

- Learn how to accurately complete a job application and how to respond to frequently asked questions
- Understand documentation required for employment and where information may be obtained

DRAFTING A RESUME AND COVER LETTER (APRIL 18TH, MAY 11TH, JUNE 29TH)

- Learn the importance of a resume, cover letter and thank you letter when job searching
- Learn about the different types of resumes and how to identify skills and experiences to reference on a resume, cover letter and thank you letter

INTERVIEWING TECHNIQUES AND APPROPRIATE INTERVIEW ATTIRE (APRIL 25TH, MAY 18TH, JULY 6TH)

- Learn how to prepare for an interview and how to respond to commonly asked interview questions
- Understand what is and is not appropriate interview attire for men and women, as well as appropriate daily attire for work/work site

FINANCIAL LITERACY AND MONEY MANAGEMENT (JUNE 6TH, JUNE 20TH)

- Understand what the information on a check means and how to read a payroll stub
- Understand how to open a checking account, write a check, save money and develop a budget

UNDERSTANDING THE CONNECTION BETWEEN EDUCATION AND CAREER (MAY 2ND , MAY 9TH)

- Learn how to access information about college and vocational training programs
- Understand educational and admission requirements, financial aid, and skills needed to enter certain careers/industries

IMPROVING YOUR STUDY SKILLS (APRIL 11TH, MAY 16TH, MAY 26TH)

- Learn how to properly study for upcoming quizzes and exams
- Learn how to take effective notes during class and from reading materials

**All workshops will be held at the Youth Opportunity Center,
from 3:30 to 5:30 p.m. Schedule is subject to change.**